

## **TOWN FORMS REQUIRED**

**Per RSA 21-J:34 (unless otherwise indicated by an \*)**

FORM NAME	FORM NUMBER	SIGNED BY	DUE DATE
Warrant	NA	Majority of Governing Body	20 days after meeting
Posted Budget	MS 6, 6c or 7	Majority of Governing Body or Budget Committee	20 days after meeting
Deliberative Minutes (SB2 only)	NA	Town Clerk, certified	20 days after meeting
Sample Ballot (SB2 only)	NA	Town Clerk, certified	20 days after meeting
Annual Meeting Minutes	NA	Town Clerk, certified	20 days after meeting
Voting Results (SB2 only)	NA	Town Clerk, certified	20 days after meeting
Voted Appropriations	MS 2	Majority of Governing Body	20 days after meeting
Estimated Revenues	MS 4	Preparer of Form	September 1
Financial Report	MS 5	Majority of Governing Body	April 1 (Sept 1 for FY)
CPA Audit	NA	Audit Firm Preparer	Mar 1 (Sept 1 for FY)
Inventory of Valuation	MS 1	Majority of Governing Body	September 1**
RSA 41:14 Annual Town Report	NA	NA	To public 7 days prior to Annual Meeting* 20 days after meeting
Rev 1707:16 & Rev 1905.10 Tax Collector Report*	MS 61	Tax Collector	Mar 1 (Sept 1 for FY)
RSA 41:31 Auditor's Report*	MS 60	Town Auditor	Mar 1 (Sept 1 for FY)
RSA 41:31-b Auditor Option and Schedule	MS 60-A	Municipal Official	10 days after close of fiscal year
Rev 1707.10 Report of Trust*	MS 9	Majority of Trustees	March 1 (Sept 1 FY)
Rev 1707.11 Report of Common Trusts*	MS 10	Majority of Trustees	March 1 (Sept 1 FY)
RSA 41:19 & RSA 44:2 Report of Town/City Officials*	MS 11 or 12	Town Clerk	20 day after election appointment
RSA 33:14 Treasurer's Report of Borrowing*	MS 50	Town Treasurer	10 days after issue of bonds or notes
RSA 41:29, III Treasurer's Annual Report*	NA	Town Treasurer	Close of fiscal year

**\*\* MS 1 due September 1 unless MS1 extension form submitted and extension granted**

**Per RSA 41:31-c, “All municipalities shall annually, or more often as necessary, conduct an audit of the accounts of any officer or agent handling funds of the municipality...”**

**Every town, school, village district, regional and cooperative school district must file an MS 60-A form within 10 days of the close of the fiscal year to inform the Municipal Bureau of whether their audit is to be done by a CPA or a locally elected auditor and the date that the bureau should expect to receive a copy of the completed audit. The audit is due to the bureau within 10 days of being accepted by the governing body along with the management letter.**